

EEOP Short Form



Fri May 08 09:55:55 EDT 2009

Step 1: Introductory Information

Grant Title:	Multiple Grants	Grant Number:	NA
Grantee Name:	Albemarle County	Award Amount:	\$1.00
Grantee Type:	Local Government Agency		
Address:	401 McIntire Road Charlottesville, Virginia 22902		
Contact Person:	Dr. Jonathan Earl, Albemarle County Police Department	Telephone #:	434-296-5807
Contact Address:	1600 5th Street, Suite D Charlottesville, Virginia 22902		
DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

Albemarle County shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the Board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, marital status, or physical disability except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

The statement, Albemarle County is an Equal Opportunity Employer, shall be placed on all employment application forms and shall be disseminated throughout Albemarle County. The County will abide by Section 504 of the Handicapped Rehabilitation Act and the Americans with Disabilities Act.

Step 4b: Narrative Underutilization Analysis

A comparison of the Albemarle County workforce to the community labor statistics for Albemarle County indicates underutilization of women and minorities in several areas.

Community labor statistics show that Hispanic, Asian and American Indian populations are very small in Albemarle County.

Professionals White males are underutilized by 14%.

Technicians White females are underutilized by 23%.

Protective Services Sworn (Officials) This category only includes 2 employees: F/R Investigator/Inspectors. There are not enough employees in the category to expect meaningful distribution of diversity.

Protective Services Sworn (Patrol Officers) these are on a separate narrative

Protective Services Non-Sworn - It appears that there is a problem with getting the data to correlate apples to apples. Workforce numbers include F/R and ECC based on EEO categories because in Albemarle County they are non-sworn. However, Census data most likely includes these job titles in the Protective Services Sworn categories.

Administration/Support White males are underutilized by 20%.

Skilled Craft There are not enough employees in the category to expect meaningful distribution of diversity.

Service Maintenance White females are underutilized by 28%.

Step 5 & 6: Objectives and Steps

1. Because females are underutilized in several categories for the County, it is our goal to continue to increase representation by ensuring that our advertising, recruitment, staffing, and promotional processes afford equal opportunity to females.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- c. Continue to train all employees on EEO and sexual harassment.
- d. Continue to use radio and television to advertise our EEO goals.
- e. Continue to recruit at minority career fairs and colleges
- f. Communication of EEO goals from County Executive

2. We will specifically focus on attracting and retaining qualified female candidates for the County in the categories of Technicians.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- c. Continue to train all employees on EEO and sexual harassment.
- d. Continue to use radio and television to advertise our EEO goals.

- e. Continue to recruit at minority career fairs and colleges
- f. Communication of EEO goals from County Executive

3. We will also focus on attracting and retaining males in the Professional category, which includes our Department of Social Services employees.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- c. Continue to train all employees on EEO and sexual harassment.
- d. Continue to use radio and television to advertise our EEO goals.
- e. Continue to recruit at minority career fairs and colleges
- f. Communication of EEO goals from County Executive

4. We will continue to ensure that our Black candidates and employees are afforded every opportunity for employment and advancement. In addition, knowing that our communities Hispanic and Asian populations are growing, we will focus on attracting both male and female Hispanic and Asian candidates, and ensure that they receive equal opportunity to secure employment.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- c. Continue to train all employees on EEO and sexual harassment.
- d. Continue to use radio and television to advertise our EEO goals.
- e. Continue to recruit at minority career fairs and colleges
- f. Communication of EEO goals from County Executive

Step 7a: Internal Dissemination

Include a statement on the employee Intranet site advising of the availability of the EEOP.

Meet with all supervisory staff to ensure they are familiar with the Agency's EEOP and objectives.

Step 7b: External Dissemination

Continue to include the statement Albemarle County is an Equal Opportunity Employer on all job applications and postings.

Post the EEOP on the County's web site.

Inform citizens, through various methods of communication, on how they can obtain a copy of the EEOP.

Utilization Analysis Chart
Relevant Labor Market: Albemarle County, Virginia

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	34/59%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	20/34%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,260/59%	10/0%	255/4%	0/0%	80/1%	0/0%	0/0%	2,380/33%	34/0%	145/2%	0/0%	40/1%	0/0%	30/0%
Utilization #/%	-0%	-0%	-2%	0%	-1%	0%	0%	2%	-0%	3%	0%	-1%	0%	-0%
Professionals														
Workforce #/%	33/28%	1/1%	5/4%	0/0%	0/0%	0/0%	0/0%	68/58%	0/0%	7/6%	1/1%	2/2%	0/0%	0/0%
CLS #/%	5,425/42%	90/1%	200/2%	0/0%	455/4%	0/0%	20/0%	5,935/46%	60/0%	365/3%	0/0%	300/2%	0/0%	10/0%
Utilization #/%	-14%	0%	3%	0%	-4%	0%	-0%	12%	-0%	3%	1%	-1%	0%	-0%
Technicians														
Workforce #/%	32/71%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	9/20%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	550/40%	10/1%	45/3%	10/1%	50/4%	0/0%	0/0%	590/43%	20/1%	70/5%	0/0%	30/2%	0/0%	0/0%
Utilization #/%	31%	4%	-1%	-1%	-4%	0%	0%	-23%	-1%	-3%	0%	-2%	0%	0%
Protective Services: Sworn														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	290/65%	0/0%	75/17%	0/0%	4/1%	0/0%	0/0%	60/14%	0/0%	15/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	0%	-17%	0%	-1%	0%	0%	-14%	0%	-3%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	81/71%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	27/24%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	71%	2%	2%	0%	0%	0%	0%	-76%	0%	2%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	7/6%	2/2%	5/4%	0/0%	0/0%	0/0%	0/0%	74/61%	4/3%	28/23%	0/0%	1/1%	0/0%	0/0%
CLS #/%	2,200/25%	44/1%	235/3%	0/0%	40/0%	0/0%	0/0%	5,170/60%	95/1%	775/9%	10/0%	95/1%	0/0%	25/0%
Utilization #/%	-20%	1%	1%	0%	-0%	0%	0%	2%	2%	14%	-0%	-0%	0%	-0%
Skilled Craft														
Workforce #/%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,380/78%	110/4%	280/9%	4/0%	45/1%	0/0%	4/0%	175/6%	0/0%	20/1%	0/0%	15/0%	0/0%	0/0%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	22%	-4%	-9%	-0%	-1%	0%	-0%	-6%	0%	-1%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	15/54%	0/0%	9/32%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,610/38%	325/5%	635/9%	25/0%	85/1%	0/0%	15/0%	2,435/35%	175/3%	595/9%	4/0%	20/0%	0/0%	10/0%
Utilization #/%	16%	-5%	23%	-0%	-1%	0%	-0%	-28%	-3%	-1%	-0%	-0%	0%	-0%

EEOP Short Form



Fri May 08 10:22:11 EDT 2009

Step 1: Introductory Information

Grant Title:	Multiple Grants	Grant Number:	Multiple Grants
Grantee Name:	Albemarle County Police Department	Award Amount:	\$1.00
Grantee Type:	Local Government Agency		
Address:	401 McIntire Road Charlottesville, Virginia 22902		
Contact Person:	Dr. Jonathon Earl, Albemarle County Police Department	Telephone #:	434-296-5807
Contact Address:	1600 5th Street, Suite D Charlottesville, Virginia 22902		
DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

Albemarle County (including the Police Department) shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the Board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, marital status, or physical disability except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

The statement, Albemarle County is an Equal Opportunity Employer, shall be placed on all employment application forms and shall be disseminated throughout Albemarle County. The County will abide by Section 504 of the Handicapped Rehabilitation Act and the Americans with Disabilities Act.

Step 4b: Narrative Underutilization Analysis

A comparison of the Albemarle County Police Departments workforce to the community labor statistics for Albemarle County indicates underutilization of women and minorities in several areas. Community labor statistics show that Hispanic, Asian and American Indian populations are very small in Albemarle County. The Hispanic population is growing, however, and we notice some underutilization of Hispanic females. The largest areas of underutilization identified were females, both White and Black.

Officials and Administrators There are not enough employees in the category to expect meaningful distribution of diversity.

Professionals There are no employees in this category.

Technicians There are no employees in this category.

Protective Services Sworn (Officials) White females are underutilized by 6%. Black females are underutilized by 3%. Black males are underutilized by 9%.

Protective Services Sworn (Patrol Officers) - White females are underutilized by 24%. Black males are underutilized by 6%. Black females are underutilized by 8%.

Protective Services Non-Sworn - White females are underutilized by 20%.

Administration/Support White males are underutilized by 25%.

Skilled Craft There are no employees in this category.

Service Maintenance There are no employees in this category.

Step 5 & 6: Objectives and Steps

1. Knowing that our communitys Hispanic and Asian populations are growing, we will focus on attracting both male and female Hispanic and Asian candidates, and ensure that they receive equal opportunity to secure employment.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Use regional/national searches for higher-level positions where minorities will not be available locally
- c. Continue the mentor program to support women and minorities to move into positions of leadership.
- d. Maximize media attention and exposure for the departments efforts to recruit more women as law enforcement officers.
- e. Review the departments physical agility test to ensure it is not out-dated by requirements not needed to perform the job of a modern law enforcement officer.
- f. Include civilian law enforcement employees (typically female) in training programs designed for sworn members to ensure promotional opportunities are available.
- g. Updated the recruitment video on our website to help attract females/minorities.
- h. Continue to use the one-on-one recruitment by current police personnel.
- i. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.

- j. Continue to use teams of female and minority Police Officers to assist in the recruitment process and at career fairs.
- k. Continue to use females and minorities Police Officers on interview panels.
- l. Continue to train all employees on EEO and sexual harassment.
- m. Continue to use television to advertise our EEO goals.

2. Because females (White, Black and Hispanic) are underutilized in most categories for the Police, it is our goal to increase representation by ensuring that our advertising, recruitment, staffing, and promotional processes afford equal opportunity to females.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Use regional/national searches for higher-level positions where minorities will not be available locally
- c. Continue the mentor program to support women and minorities to move into positions of leadership.
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- j. Continue to use teams of female and minority Police Officers to assist in the recruitment process and at career fairs.
- k. Continue to use females and minorities Police Officers on interview panels.
- l. Continue to train all employees on EEO and sexual harassment.
- m. Continue to use television to advertise our EEO goals.

3. We will specifically focus on attracting and retaining qualified female candidates for Protective Services, both Officials and Patrol Officers. In addition, we will look at our promotional policies and processes to ensure that black males are given opportunities for promotion from Patrol Officer to Officials.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Use regional/national searches for higher-level positions where minorities will not be available locally
- c. Continue the mentor program to support women and minorities to move into positions of leadership.
- d. Maximize media attention and exposure for the departments efforts to recruit more women as law enforcement officers.
- e. Review the departments physical agility test to ensure it is not out-dated by requirements not needed to perform the job of a modern law enforcement officer.
- f. Include civilian law enforcement employees (typically female) in training programs designed for sworn members to ensure promotional opportunities are available.
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- h. Continue to use the one-on-one recruitment by current police personnel.
- i. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- j. Continue to use teams of female and minority Police Officers to assist in the recruitment process and at career fairs.
- k. Continue to use females and minorities Police Officers on interview panels.

- l. Continue to train all employees on EEO and sexual harassment.
- m. Continue to use television to advertise our EEO goals.

Step 7a: Internal Dissemination

Include a statement on the employee Intranet site advising of the availability of the EEOP.

Meet with all supervisory staff to ensure they are familiar with the Police Departments EEOP and objectives.

Step 7b: External Dissemination

Continue to include the statement Albemarle County is an Equal Opportunity Employer on all job applications and postings.

Post the EEOP on the Countys web site.

Inform citizens, through various methods of communication, on how they can obtain a copy of the EEOP.

Utilization Analysis Chart
Relevant Labor Market: Albemarle County, Virginia

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,260/59%	10/0%	255/4%	0/0%	80/1%	0/0%	0/0%	2,380/33%	34/0%	145/2%	0/0%	40/1%	0/0%	30/0%
Utilization #/%	8%	-0%	-4%	0%	-1%	0%	0%	0%	-0%	-2%	0%	-1%	0%	-0%
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,425/42%	90/1%	200/2%	0/0%	455/4%	0/0%	20/0%	5,935/46%	60/0%	365/3%	0/0%	300/2%	0/0%	10/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	550/40%	10/1%	45/3%	10/1%	50/4%	0/0%	0/0%	590/43%	20/1%	70/5%	0/0%	30/2%	0/0%	0/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	62/83%	1/1%	6/8%	0/0%	0/0%	0/0%	0/0%	6/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	290/65%	0/0%	75/17%	0/0%	4/1%	0/0%	0/0%	60/14%	0/0%	15/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	1%	-9%	0%	-1%	0%	0%	-6%	0%	-3%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	33/73%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	8/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,010/37%	30/1%	230/8%	0/0%	25/1%	0/0%	0/0%	1,135/42%	40/1%	220/8%	0/0%	20/1%	0/0%	10/0%
Utilization #/%	36%	6%	-6%	0%	-1%	0%	0%	-24%	-1%	-8%	0%	-1%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	0%	0%	0%	0%	0%	0%	-20%	0%	0%	0%	0%	0%	0%
Administrative Support														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/0%	0/0%	1/5%	0/0%	1/5%	0/0%	0/0%	14/64%	1/5%	4/18%	1/5%	0/0%	0/0%	0/0%
CLS #/%	2,200/25%	44/1%	235/3%	0/0%	40/0%	0/0%	0/0%	5,170/60%	95/1%	775/9%	10/0%	95/1%	0/0%	25/0%
Utilization #/%	-25%	-1%	2%	0%	4%	0%	0%	4%	3%	9%	4%	-1%	0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,380/78%	110/4%	280/9%	4/0%	45/1%	0/0%	4/0%	175/6%	0/0%	20/1%	0/0%	15/0%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,610/38%	325/5%	635/9%	25/0%	85/1%	0/0%	15/0%	2,435/35%	175/3%	595/9%	4/0%	20/0%	0/0%	10/0%
Utilization #/%														

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chiefs														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captains														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenants														
Workforce #/%	5/83%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeants														
Workforce #/%	11/79%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporals														
Workforce #/%	6/60%	1/10%	1/10%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Officer 1st Class, Senior Police Officer, Master Police Officer														
Workforce #/%	37/88%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn- Patrol Officers														
Workforce #/%	33/73%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	8/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

John F. Milla
[signature]

Chief of Police
[title]

May 11, 2009
[date]

EEOP Short Form



Fri May 08 10:36:11 EDT 2009

Step 1: Introductory Information

Grant Title:	Multiple Grants	Grant Number:	Multiple Grants
Grantee Name:	Albemarle County Sheriff Department	Award Amount:	\$1.00
Grantee Type:	Local Government Agency		
Address:	401 McIntire Road Charlottesville, Virginia 22902		
Contact Person:	Dr. Jonathan Earl	Telephone #:	434-296-5807
Contact Address:	1600 5th Street, Suite D Charlottesville, Virginia 22902		
DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

Albemarle County (including the Sheriffs Department) shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the Board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, marital status, or physical disability except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

The statement, Albemarle County is an Equal Opportunity Employer, shall be placed on all employment application forms and shall be disseminated throughout Albemarle County. The County will abide by Section 504 of the Handicapped Rehabilitation Act and the Americans with Disabilities Act.

Step 4b: Narrative Underutilization Analysis

A comparison of the Albemarle County Sheriffs Departments workforce to the community labor statistics for Albemarle County indicates underutilization of women and minorities in several areas. Community labor statistics show that Hispanic, Asian and American Indian populations are very small in Albemarle County. The Hispanic population is growing, however, and we notice some underutilization of Hispanic females. The largest areas of underutilization identified were females, both White and Black.

Officials and Administrators There are no employees in this category. The Sheriff is an elected official.

Professionals There are no employees in this category.

Technicians There are no employees in this category.

Protective Services Sworn (Officials) There are not enough employees in the category to expect meaningful distribution of diversity.

Protective Services Sworn (Patrol Officers) - White women are underutilized by 23%.

Protective Services Non-Sworn There are no employees in this category.

Administration/Support There are not enough employees in the category to expect meaningful distribution of diversity.

Skilled Craft There are no employees in this category.

Service Maintenance There are no employees in this category.

Step 5 & 6: Objectives and Steps

1. Knowing that our communitys Hispanic and Asian populations are growing, we will focus on attracting both male and female Hispanic and Asian candidates, and ensure that they receive equal opportunity to secure employment.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Use regional/national searches for higher-level positions where minorities will not be available locally
- c. Maximize media attention and exposure for the departments efforts to recruit more women as law enforcement officers.
- d. Review the departments physical agility test to ensure it is not out-dated by requirements not needed to perform the job of a modern law enforcement officer.
- e. Include civilian law enforcement employees (typically female) in training programs designed for sworn members to ensure promotional opportunities are available.
- f. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- g. Continue to use teams of females and minorities to assist in the recruitment process and at career fairs.
- h. Continue to use females and minorities on interview panels.
- i. Continue to train all employees on EEO and sexual harassment.
- j. Continue to use television to advertise our EEO goals.

2. Because females (White, Black) are underutilized in the Sheriffs Department, it is our goal to increase representation by ensuring that our advertising, recruitment, staffing, and promotional processes afford equal

opportunity to females.

- a. Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- b. Use regional/national searches for higher-level positions where minorities will not be available locally
- c. Maximize media attention and exposure for the departments efforts to recruit more women as law enforcement officers.
- d. Review the departments physical agility test to ensure it is not out-dated by requirements not needed to perform the job of a modern law enforcement officer.
- e. Include civilian law enforcement employees (typically female) in training programs designed for sworn members to ensure promotional opportunities are available.
- f. Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- g. Continue to use teams of females and minorities to assist in the recruitment process and at career fairs.
- h. Continue to use females and minorities on interview panels.
- i. Continue to train all employees on EEO and sexual harassment.
- j. Continue to use television to advertise our EEO goals.

Step 7a: Internal Dissemination

Include a statement on the employee Intranet site advising of the availability of the EEOP.

Step 7b: External Dissemination

Continue to include the statement Albemarle County is an Equal Opportunity Employer on all job applications and postings.

Post the EEOP on the Countys web site.

Inform citizens, through various methods of communication, on how they can obtain a copy of the EEOP.

Utilization Analysis Chart
Relevant Labor Market: Albemarle County, Virginia

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,260/59%	10/0%	255/4%	0/0%	80/1%	0/0%	0/0%	2,380/33%	34/0%	145/2%	0/0%	40/1%	0/0%	30/0%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,425/42%	90/1%	200/2%	0/0%	455/4%	0/0%	20/0%	5,935/46%	60/0%	365/3%	0/0%	300/2%	0/0%	10/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	550/40%	10/1%	45/3%	10/1%	50/4%	0/0%	0/0%	590/43%	20/1%	70/5%	0/0%	30/2%	0/0%	0/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	290/65%	0/0%	75/17%	0/0%	4/1%	0/0%	0/0%	60/14%	0/0%	15/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	0%	-17%	0%	-1%	0%	0%	-14%	0%	-3%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	14/78%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	955/44%	95/4%	230/10%	10/0%	10/0%	0/0%	0/0%	740/34%	30/1%	105/5%	0/0%	10/0%	0/0%	10/0%
Utilization #/%	34%	-4%	1%	-0%	-0%	0%	0%	-23%	-1%	-5%	0%	-0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,200/25%	44/1%	235/3%	0/0%	40/0%	0/0%	0/0%	5,170/60%	95/1%	775/9%	10/0%	95/1%	0/0%	25/0%
Utilization #/%	-25%	-1%	-3%	0%	-0%	0%	0%	40%	-1%	-9%	-0%	-1%	0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,380/78%	110/4%	280/9%	4/0%	45/1%	0/0%	4/0%	175/6%	0/0%	20/1%	0/0%	15/0%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,610/38%	325/5%	635/9%	25/0%	85/1%	0/0%	15/0%	2,435/35%	175/3%	595/9%	4/0%	20/0%	0/0%	10/0%
Utilization #/%														

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief Deputy Sheriff														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff Sergeant														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	14/78%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.


[signature]

Sherriff
[title]

5-11-2009
[date]